



The Readmission Policy for the programs that are taught on campus at the Cleveland and Fairlawn locations have been revised. This is to help unify the schools' readmission policies. The language below will replace our current policy that appears on pages 16 - 17 of our current catalog.

The Readmission process for the PN, VETT or VETA program Readmission to the program is not guaranteed. Students who have been withdrawn from the program, whether voluntarily or by administrative action, may request readmission in accordance with the College's standard procedures. A maximum of two readmission requests will be considered. If a first request is not approved, a second request may be submitted only if it includes new, relevant information for the Readmission Committee to review. Requests that do not include new and substantive information will not be considered.

5. Practical Nursing, Veterinary Technician or Veterinary Assistant (C&F): The student should contact the Director of Academics Affairs (C&F) as their first step in the process.

- a. The student will be individually interviewed by an Academic Staff Member.
- b. The student will complete a Student Request Form. The form requests that the student provide a reason for the withdrawal from the program and what has changed in the student's life circumstances that will allow the student to be successful this time.
- c. The College may require that the student agrees to the terms of a written Academic Plan. The student's GPA and attendance may be addressed in the plan. Repeating courses may also be discussed along with any associated costs.
- d. The returning or re-entry PN student is only required to retake the HESI entrance exam if the student's HESI exam score is dated over 24 months. The student will also need to take the Online Readiness Assessment regardless of the time from withdrawal to readmission.
- e. The Academics Team (and Student Records Department) will perform a credit evaluation and review the student's rotation schedule. The date of return may be delayed until a course is available for the student to take. Any official transcripts for credit evaluations must be available at the time of the course evaluation.
- f. The PN student must be cleared (acceptable documentation must be on file) for their vaccinations and/or immunizations and other health-related entrance requirements. The student will follow the school's policy for BCI/FBI background checks and drug screening processes.
- g. The student must be in good financial standing as determined by the College.
- h. The student will meet with a Financial Aid Advisor and agree to the terms as written on the Reentry Form.
- i. Courses that must be retaken because of "F" or "WF" grades are subject to a Course Retake fee and may not be eligible for Student Financial Aid (Title IV funds). "WP" courses will also be discussed.
- j. Students who are returning to retake NUR140(PN) Or VTA250(VETT) may be required to retake courses, even though the students have passed those courses with a letter grade of "C" or higher. Retake Course Fees apply for all courses that the College requires that the student retakes.
- k. Final approval of the return enrollment is demonstrated by a new enrollment agreement signed by the authorized Valley College staff member.

Practical Nursing and Veterinary program students: depending on the length of time a student has been out of the program, and regardless of the letter grade they received for the courses, Valley College may require students to retake preselected classes to ensure that they have the skills necessary for clinical courses. The Financial Aid department will determine if the student is responsible for any costs associated with courses they are required or elect to retake. This requirement may delay when a student may return to their program. The student should meet with a Financial Aid Advisor and agree to the terms of the financial aid packaging appointment.